



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	August 27, 2015	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Bailiff	<b>Position Type:</b>	Contractual full or part time
<b>PIN:</b>	707000	<b>FLSA Status:</b>	Non – Exempt
<b>Location:</b>	District 7, Anne Arundel County Annapolis and Glen Burnie	<b>Grade/Salary:</b>	J8 \$16.60 per hour
		<b>Financial Disclosure:</b>	No

**Essential Functions:** Work involves ensuring the safety of visitors, judges, employees, and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis. Bailiffs are considered essential personnel and are subject to call-in during emergencies and staffing shortages. In the event that the building be closed either temporarily or for the remainder of the day, bailiffs are required to remain at their post until relieved by proper authority.

**Education:** High school diploma/GED and MUST be a graduate of a Police Training Academy.

**Experience:** Previous law enforcement experience.

**Physical Demands:** Work requires frequent physical effort such as standing and walking for eight hours daily and requires the physical ability to restrain and/or detain individuals. A physical examination is required. Ability to exercise independent judgement. Ability to exercise tact under pressure or in difficult situations with the public and diffuse situations in which parties may be hostile and in conflict with each other. Ability to recognize dangerous situations. Ability to perform all the essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.